

# **U.S. Mission Vietnam – U.S. Embassy in Hanoi**

**Vacancy Announcement Number: 2016 - 62**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Project Management Specialist (Economic Growth)

**OPENING DATE:** December 1, 2016

**CLOSING DATE:** December 15, 2016

**WORK HOURS:** Full-time, 40 hours/week

**ANNUAL SALARY:** **Ordinarily Resident (OR):** FSN-10; US\$19,808 (Starting Salary)  
**Not-Ordinarily Resident (NOR):** FP-5; US\$58,032 (Starting Salary)  
**\*Final grade/step for NORs will be determined by Washington.**

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Hanoi, Vietnam is seeking eligible and qualified applicant for the position of Project Management Specialist (Economic Growth) in the U.S. Agency for International Development (USAID).

NOTE: Due to the high volume of applications received, we will only contact applicants who are qualified and will be invited for further testing and/or interview. Thank you for your understanding.

## **BASIC FUNCTION OF POSITION**

Incumbent of this position will assist the Economic Growth and Governance (EG2) Director and team in overseeing and supporting the economic growth portfolio. The incumbent's efforts will be oriented toward project management and financial aspects of the EG2's relevant activities under the three Country Development Cooperation Strategy (CDCS) Development Objectives, including: serving as a Contract/Assistance Officer's Representative (COR/AOR) or alternate, or as an Activity Manager; assisting with budget formulation; and helping with strategic and project design, specifically in providing input into and/or drafting the CDCS, Project Appraisal Document (PAD), and new project program descriptions/scopes of work. The incumbent will also serve as the EG2 technical leader on private sector development, economic reforms, and inclusive growth for disadvantaged populations. The incumbent will report to the EG2 Deputy Director and work closely with the Office Director, and Technical and Managerial team leads in the United States Agency for International Development (USAID) Hanoi.

## **QUALIFICATIONS REQUIRED**

**Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

**1. EDUCATION:** Bachelor's degree or equivalent in economics, business/public administration, trade, finance/banking or related fields is required.

**2. EXPERIENCE:** A minimum of five years of progressively responsible professional experience in program and financial management in the public or private sector, including public/private partnership initiatives and at least two years of which should have been working with or for a foreign government, or international organization is required. Previous experience should include having responsibility for exercising judgment and providing solid analysis leading to sound financial decision-making on development assistance projects. Experience creating and maintaining budget spreadsheets and working with relevant computer software is also required.

**3. LANGUAGE:** Level 4 (Good working knowledge) Speaking/Reading/Writing English is required (this will be tested).  
Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

**4. SKILLS AND ABILITIES:** Must be able to take concepts and intellectual constructs and hard primary and secondary data and fuse them into powerful, yet objective and user-friendly oral and written presentations; must have strong analytical, conceptual, interpersonal and leadership skills. Must be able to establish and maintain contacts with mid-to-high level officials of the Government of Vietnam (GVN), private sector and donors. Must be able to work under pressure and produce results quickly. Must be a skilled communicator and able to prepare and present factual and interpretative reports covering complex subject matters into appropriate written and oral formats. Must be a quintessential team player and quick on-the-job learner. Must have knowledge and skills of using computers and office software, such as Microsoft word, Excel, Power Point, e-mail, and Google applications.

**5. JOB KNOWLEDGE:** Must have a good knowledge of the concepts, principles, techniques, and practices of economic development, banking, investment and/or trade. Good working knowledge of, small and medium enterprises and how to link them to global value chains is required. Knowledge of creating positive business enabling environments to attract foreign investment and best practices to encourage inclusive growth for women, minorities, and other disadvantaged populations are required. A thorough knowledge of the Vietnamese economic, political, social, and cultural characteristics, development prospects, potential, priorities, and resources in the above sectors is required. Also, familiarity with (or capacity to learn about) relevant U.S. Government legislation, programming policies, project design methodology, procedures, and documentation related to development assistance.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office (84-4) 3850-5126 or (84-4) 3850-5127

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active

Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

#### **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the local security certification.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**HOW TO APPLY:** Applicants **must** submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified. The Embassy does not accept applications via Vietnam works or CareerBuilder without DS-174 form.

1. **Universal Application for Employment (UAE) (Form DS-174), which is available on our website <https://vn.usembassy.gov/embassy-consulates/jobs/job-opportunities-in-hanoi/> or by contacting Human Resources 84-4) 3850-5126 or (84-4) 3850-5127**

#### **2. Copies of Degrees and certificates that support the position's educational requirement**

#### **WHERE TO APPLY:**

**Human Resources Office** 84-4-3850-5000 ext. 5126/5127  
**E-mail Address:** [HanoiHR@state.gov](mailto:HanoiHR@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix (DEFINITIONS)**

**Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.